

**Village of Orland Park**  
**Sole Source Request Form**  
Required for Purchases \$5,000 - \$24,999

Department \_\_\_\_\_

Date \_\_\_\_\_

Division (if applicable) \_\_\_\_\_

Description of Good/Service \_\_\_\_\_

Manufacturer or Supplier \_\_\_\_\_

Dollar Amount \_\_\_\_\_

Have Adequate Funds Been Budgeted For This Purchase?    Yes                      No

Account number(s) \_\_\_\_\_

**Section 1 - Sole Source Justification**

A Sole Source Purchase is available from only one supplier and must meet at least one of the following criteria (check the appropriate box):

- |                      |   |
|----------------------|---|
| One-of-a-Kind        | The commodity or service has no competitive product alternatives available on the market. |
| Compatibility        | The commodity or service must match existing brand of equipment for compatibility.        |
| Replacement Part     | The commodity is a replacement part for a specific brand of existing equipment.           |
| Operation Continuity | The commodity or service is needed to maintain operational continuity.                    |
| Unique Design        | The commodity or service must meet physical design or quality requirements.               |
| Delivery Date        | Only one supplier can meet necessary delivery requirements.                               |
| Emergency            | URGENT NEED for the item or service does not permit soliciting competitive bids.          |

Other \_\_\_\_\_

**Explain how your purchase of goods or services meets one or more of the above criteria for a valid sole source**

**Price Reasonableness**

I determined that the price is reasonable for one of the following reasons:

Relevant documentation attached

- I compared the proposed price to prices I previously paid for the same or similar services.
- I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments.
- I compared the proposed price to rough yardsticks and did not discover significant inconsistencies that warrant additional inquiry.
- Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.
- The price is set by law or regulations.
- Market research reveals that same or similar goods or services are available for a similar price.

**Section 2 - Purchasing Authorization - (Section 1 of this form must be completed)**

Purchase through Cooperative Purchasing (attach contract documentation)

- [State of Illinois Joint Purchase Program](#)
- [NWMC/Suburban Purchasing Cooperative](#)
- [The GSA Schedules](#)
- [Sourcewell](#)
- [Nat'l Association of State Procurement Officials \(NASPO\) ValuePoint](#)
- [Choice Partners Cooperative](#)
- [The Interlocal Purchasing System \(TIPS\)](#)
- [Purchasing Cooperative of America](#)
- [Good Buy Purchasing Cooperative](#)

- [Omnia Partners - Public Sector](#)
- [National Intergovernmental Purchasing Alliance](#)
- [The National Cooperative Purchasing Alliance](#)
- [HGACBuy](#)
- [Municipal Partnering Initiative \(MPI\)](#)
- [Midwestern Higher Education Compact](#)
- [National Purchasing Partners \(NPPGov\)](#)
- [1Government Procurement Alliance \(1GPA\)](#)
- [National BuyBoard \(BuyBoard\)](#)

Other: \_\_\_\_\_

**Approvals**

	<u>Name</u>	<u>Signature</u>	<u>Date</u>
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Staff Contact	_____	_____	_____
	<i>Mike Mazza</i>		

Department Head	_____	_____	_____
	<i>Joel W. VanLesse</i>		